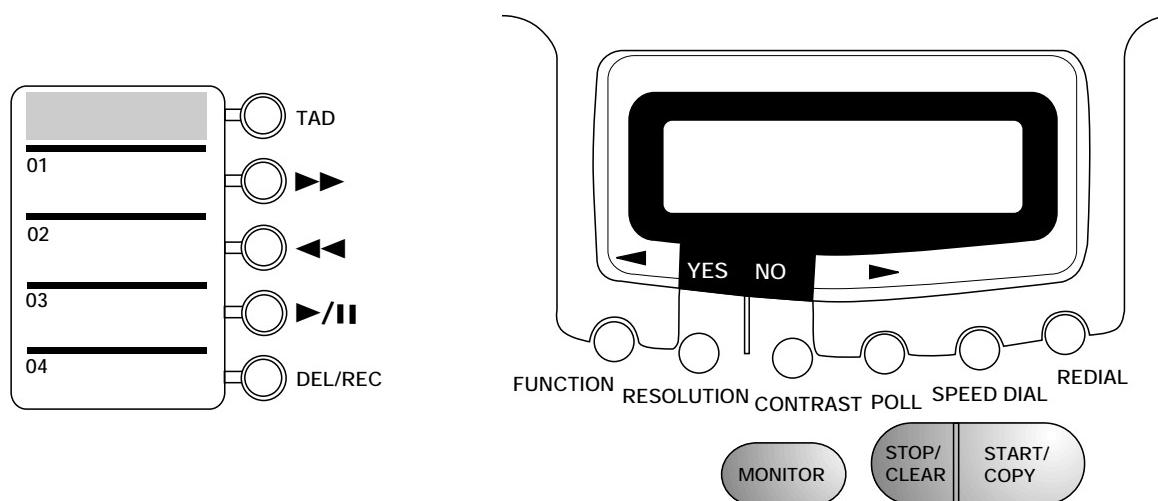


# *DF60 telephone, fax and answering machine*

*User guide*

## *Control panels*



**FUNCTION** Press to access the various menus

**RESOLUTION** Selects the resolution for scanning documents to be sent or copied

**CONTRAST** Selects the contrast for scanning documents to be sent or copied

**POLL** Accesses your DF60's polling facility

**TAD** Use this button to access the answering machine facilities

**►►** Multifunctional buttons use to access the one-touch memories and answering machine facilities

**◀◀**

**►/II**

**DEL/REC**

**SPEED DIAL** Sets the machine for you to dial numbers stored in the speed dial memory

**REDIAL** Redials the last number

**MONITOR** Allows you to dial a telephone number without lifting the handset. You can hear the line tone and dialling tone through the internal loudspeaker

**STOP/CLEAR** Stops any current operation, resets the machine if there is an operating error

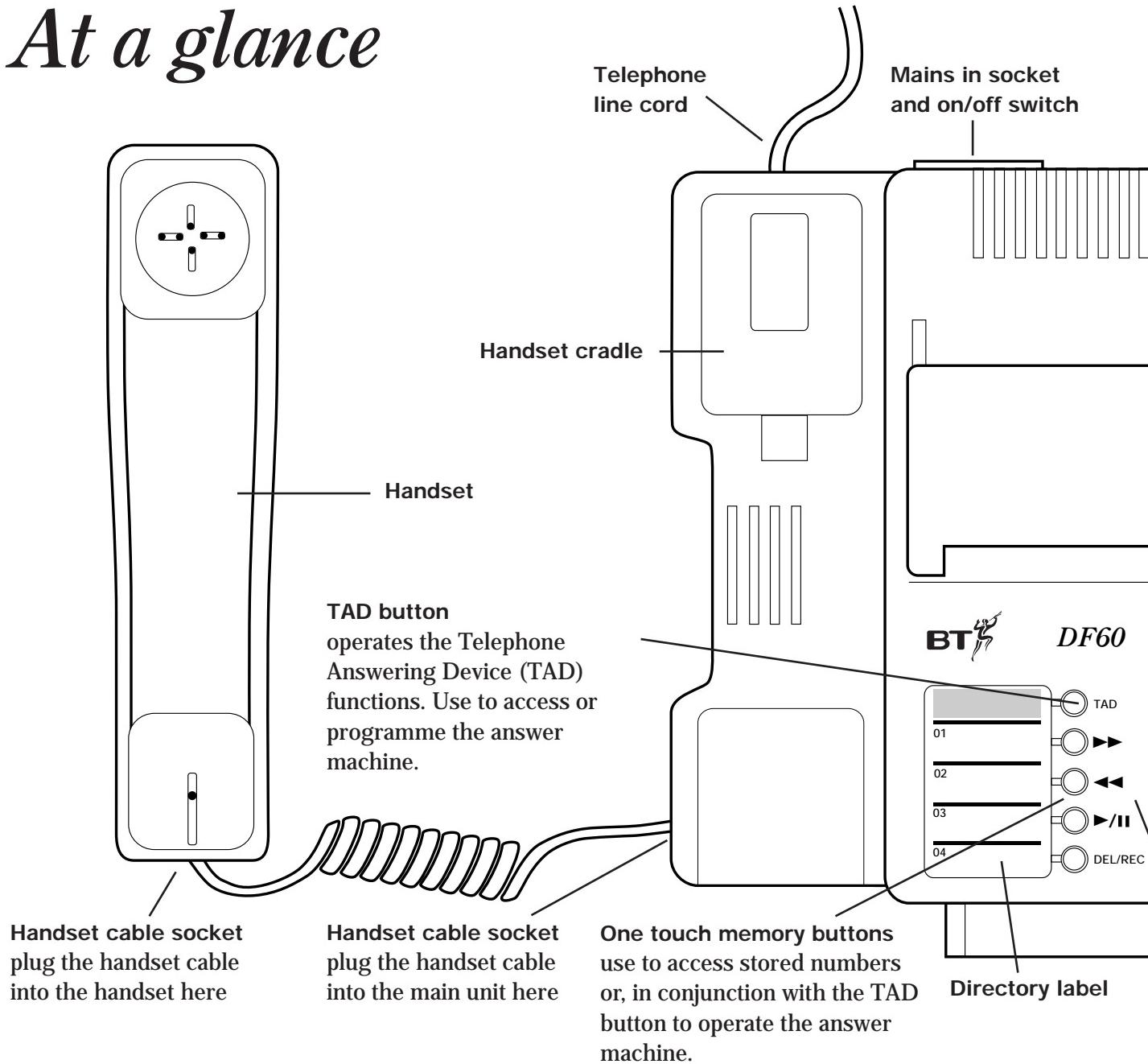
**START/COPY** Use to send or copy a document

**YES** Confirms selections made using the **FUNCTION** button

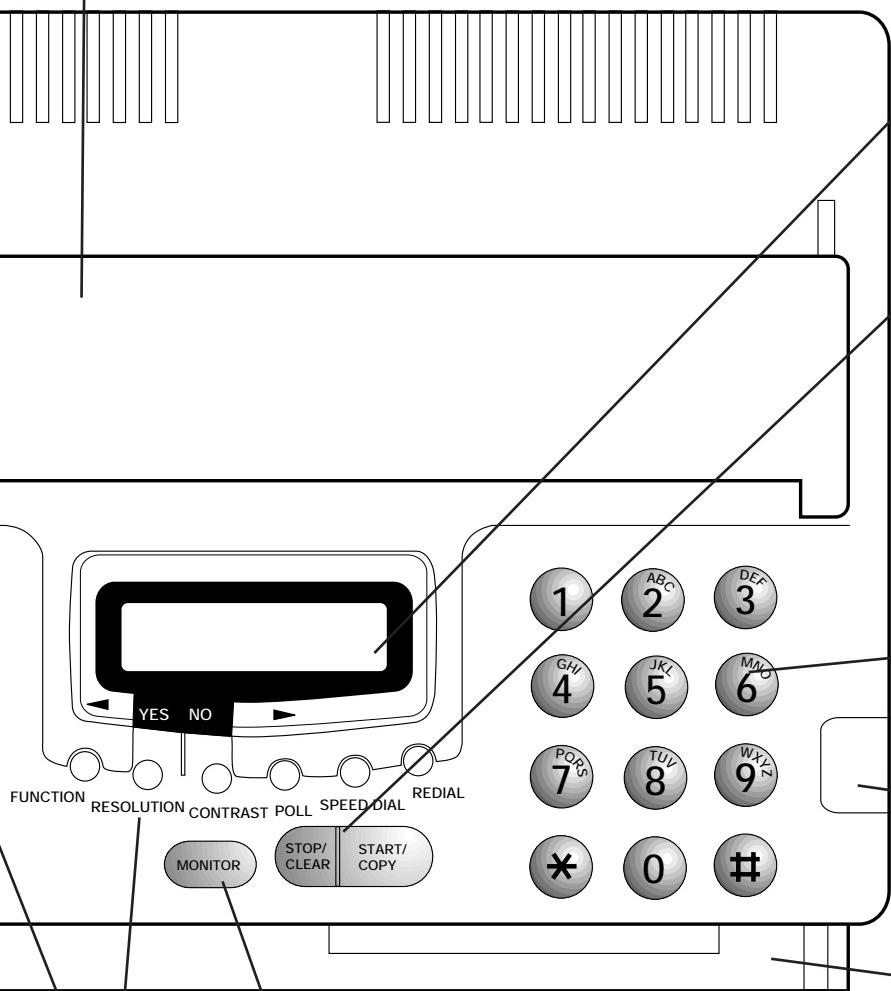
**NO** Use to move through or ignore selections made using the **FUNCTION** button

*Please open this page for a further "at a glance" guide to your DF60 fax machine.*

# *At a glance*



**Fax paper cover**  
lift up to insert  
new fax roll.



**Control panels**  
**Monitor button**  
allows you to dial a number or monitor  
call progress without lifting the handset.

**LCD display**  
shows dialled numbers, time,  
day and function information

**Stop/clear and start/copy  
buttons**  
starts and stops faxes, clears  
LCD display, returns DF60 to  
standby mode and activates the  
copier facility.

**T/P, Ring and speaker controls**  
(on side of machine) select  
the type of exchange you  
are using, ringer volume and  
speaker volume

**Keypad**  
use to dial numbers and to  
input information into the  
DF60's memory.

**Document jam remove button**  
press down to release a  
document stuck inside the  
fax machine.

**Document guide tray**  
place document to be faxed or  
copied face up in this tray.

# In this guide

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<i>Setting up</i>	4
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## Customer Helpline

Should you have problems with your DF60, call the BT Helpline on 0345 771777. Calls are charged the local rate.

### Hints and tips boxes

*In this user guide, we've included helpful tips and useful notes. They are shown in grey boxes.*

# *Introduction*

*Your DF60 fax machine is designed for ease of use and made to the high standards set by BT.*

We thank you for choosing a BT product and expect that you will have many years of quality service

Please read these instructions carefully before use, and retain this User Guide for future reference.

## **Customer Helpline**

*Should you have problems with your machine, call the DF60 Helpline on 0345 771777. Calls are charged at the local rate.*

## *For your records*

**Date of Purchase:**

**Place of Purchase:**

**Serial Number (on base of unit):**

**Purchase price:**

**(for warranty purposes, proof of purchase is required, so please keep your receipt see also page 32.)**

# Setting up

*Follow these steps to get your DF60 up and running and ready to use.*

## Electrical storm warning

### Note 1.

*Please note that during periods of electrical storm, you are advised to disconnect your DF60 because damage may occur.*

### Note 2.

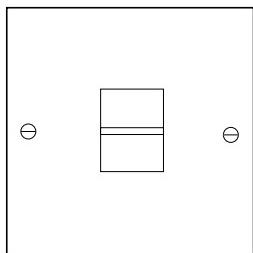
*If a fault occurs during the 12 month warranty period and it is due to accidental or wilful damage (including lightning and electrical damage) BT will not replace or repair the equipment free of charge. Should any damage of this nature occur, you are advised to claim against your home contents insurance.*

**Check that your DF60 is complete, when you unpack you must have:**

- DF60 Fax, phone and answering machine with telephone line cord attached
- handset
- handset cord
- mains power cable with 13amp plug attached
- roll of thermal fax paper (15m)

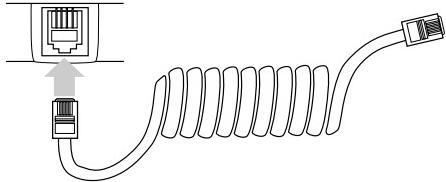
*Your DF60 display has a protective plastic film covering it. Please remove this before use.*

## 1 Check your telephone wall socket

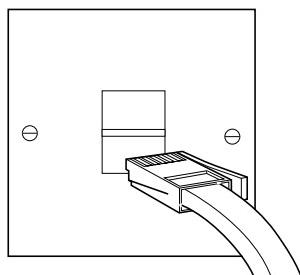


If you do not have a BT socket, call 150 and ask for a BT engineer to come and fit the right socket. This is a chargeable service.

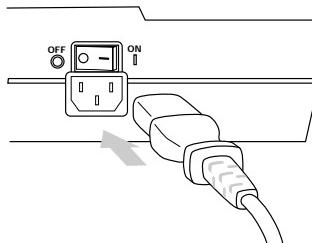
## 2 Plug the handset cord into the handset and side of the main unit



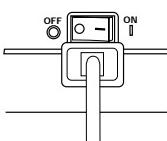
## 3. Plug the line cord into the BT socket



## 4 Plug mains power cable into back of main unit.



## 5 Now plug the mains lead into a convenient mains socket and switch on the machine.

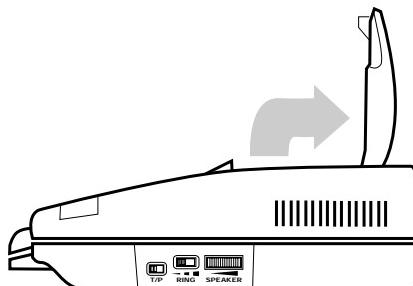


When the power is switched on, the Liquid Crystal Display indicates PAPER END and a series of beeps are heard indicating that the fax paper should be loaded.

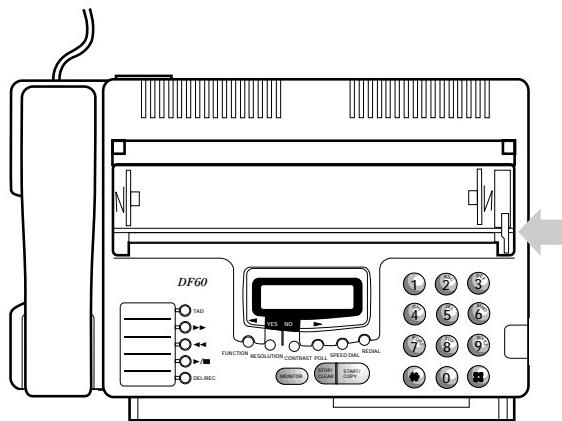
## 6 Load fax paper

Your DF60 is designed to accept thermal fax rolls 210mm wide, up to 30 metres in length and with a core size of approx. 13mm diameter.

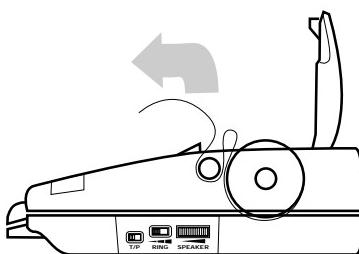
- Lift the fax paper cover on your DF60



- Lift the small white lever on the right hand side



- Place the paper roll in the compartment ensuring both ends are located on the spigot and that the paper is coming off the bottom of the roll.



- Pull off 150 - 200 mm of paper and feed it under the black rubber roller as shown until it reappears, pulling through any slack and making sure the paper is straight. You may feel slight resistance from the roller.

- Push down the small white lever and close the cover leaving the excess paper on the outside of the cover.
- Tear off the spare paper along the serrated edge.
- Display shows the time, day and AUTO.

## 7 Setting the date and time

If necessary you can alter the date and time.

- Press the **FUNCTION** button until display shows: SET TIME & ID?
- Press the **YES** button, display shows the pre set date and time.
- Using the keypad enter the new date and time in the format DayDay, MonthMonth, YearYear, HourHour, MinuteMinute using the 24 hour clock for the time.

**eg:** To set 25 minutes past 4 in the afternoon on 28th February 1996 enter: 2802961625.

- Press the **YES** button to confirm the setting.
- Press the **STOP/CLEAR** button to return to standby.

## 8 Entering your name and number (ID)

Your name and number can be printed at the top of each page you send.

- Press the **FUNCTION** button until display shows: SET TIME & ID?
- Press the **YES** button until display shows: ID. NUMBER:\_
- Using the keypad enter your phone number. You can enter a number of up to 20 digits.

*Use the ► button to enter spaces or to move from left to right through the display.*

*Use the ◀ button to delete digits.*

*If entering an international code you can enter enter a + before your number by pressing the **REDIAL** button.*

*To clear an entry press the **NO** button.*

- Press the **YES** button to confirm your entry, display shows: ID. NAME:\_

You can now enter your name (up to 32 characters in length).

You can use the keypad to type in letters by pressing the number button which displays the letter you want. Press the button until the letter you want is shown.

For example, to enter the name JOHN:



- Press the **5** button until display shows: J.
- Press the **6** button until O is shown.
- Press the **4** button until H is shown.
- Press the **6** button until N is shown.
- Press the **YES** button to confirm your entry.

The name is now entered and your DF60 returns to standby.

*Use the ► button to enter spaces or to move from left to right through the display.*

*Use the ◀ button to delete characters.*

*If the letter you need is displayed on the same button as the previous letter, use the ► button to advance to the next character space and enter the letter normally.*

*Use the **1** button to enter &, / or 1.*

*Use the **0** button to enter „ „, a space or 0 (unlike the space provided by the ► button, the **0** button can be used to change an existing letter to a space when editing a name).*

*To clear an entry press the **NO** button.*

### Name and number position

You can change the position at the top of the page where your name and number are printed. You can also turn it off so they are not printed at all.

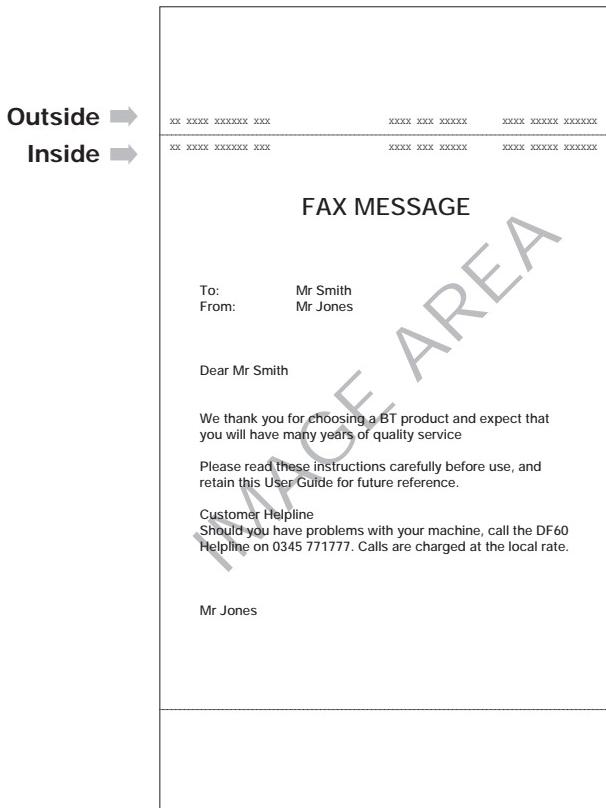
- Press the **FUNCTION** button until display shows: SET OPTIONS?
- Press the **YES** button.
- Press the **NO** button until display shows: ID POSITIONS?
- Press the **YES** button and the display shows the current setting.
- Press the **NO** button to view the available options: INSIDE?, OUTSIDE? and NO ID?
- Press the **YES** button to select your option.

To return to the standby mode press the **STOP/CLEAR** button.

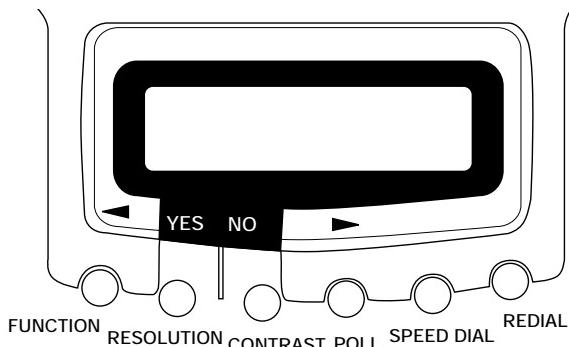
**INSIDE?** - your name and number is printed at the top of the page inside the image area.

**OUTSIDE?** - your name and number is printed at the top of the page outside the image area.

**NO ID?** - your name and number is not printed.



## 9 Setting the dial mode



Your DF60 has two dialling modes: TONE and PULSE, it is pre-set to TONE. This will be the correct setting for all direct lines and most switchboards, however for some switchboards it may need to be set to PULSE.

*If you are in doubt about the right setting for you, contact your communications manager.*

To set the Dial mode:

- Press the **FUNCTION** button until SET OPTIONS? appears.
- Press the **YES** button and the display shows: DIAL MODE?
- Press the **YES** button, display shows: DIAL MODE: TONE?
- Press the **NO** button to change from TONE to PULSE.

- When the display shows the dialling mode that is right for you press the **YES** button, you will hear a tone confirming your selection.
- Press the **STOP** button to return to standby.



The T/P (T=TONE, P=PULSE) selector on the side of the DF60 main unit must also be switched to the setting you have selected on the display. This will ensure that calls can still be made during power failure.

## 10 Setting the answer mode

Your DF60 answers calls/receives faxes in one of four modes: TAD, MANUAL, FAX or FAX/TEL. It is preset to TAD mode.

### To change the Answer mode:

- Press the **FUNCTION** button until SET OPTIONS? appears.
- Press the **YES** button and the display shows: DIAL MODE?
- Press the **NO** button, display shows: ANSWER MODE?
- Press the **YES** button and the display shows: ANSWER: followed by one of the available answer options.
- Press the **NO** button to view the available options:
  - ANSWER: TAD?
  - ANSWER: MANUAL?
  - ANSWER: FAX?
  - ANSWER: FAX/TEL?
- Press the **YES** button to select your option.

### To switch auto answer mode on/off

If you want to switch your DF60's auto answer mode on or off:

- Press the **FUNCTION** and then the **REDIAL**.
- Auto answer mode is switched off.
- Repeat this procedure to switch Auto answer mode back on.

*The auto answer mode will be either the default mode or the one you have selected.*

## Which setting is correct for you?

### ANSWER: TAD (telephone answering device)

When your DF60 is set to **TAD** mode it will receive both voice messages and faxes.

Calls are answered automatically after the number of rings you have set, and your outgoing message is played back, callers can then leave a message.

If your DF60 detects a fax signal whilst the answer machine is operating, or if no message is left, it will automatically switch to FAX mode and faxes are received as normal.

If you have selected **TAD** mode the display will show: RING COUNT: 2ND? This means that your DF60 will automatically answer calls after two rings. If you want to change the number of rings before answering, pressing the **NO** button will display the available options.

- Press the **YES** button to select your option.
- Press the **STOP/CLEAR** button to return to standby.

### ANSWER: MANUAL

Your DF60 will not automatically answer a call in **MANUAL** mode. If the call is a fax, press the **START/COPY** button to commence reception.

*When set to ANSWER: MANUAL, if a call is not answered after 20 rings, your DF60 will answer the call and automatically switch to TAD mode.*

### ANSWER: FAX

In **FAX** mode, the answer machine is switched off and your DF60 automatically answers in fax reception mode after the number of rings you have set.

If you have selected **FAX** mode the display will show: RING COUNT: 2ND? This means that your DF60 will automatically answer calls after two rings. If you want to change the number of rings before answering, pressing the **NO** button will display the available options.

*If the handset is picked up before your DF60 automatically answers, you can talk to the caller.*

### ANSWER: FAX/TEL

When in **FAX/TEL** mode your DF60 answers a call after one ring and checks for a fax signal. If no fax signal is detected the caller is put on hold and your DF60 rings to indicate you should lift the handset and answer the call manually. If the handset is not lifted before ringing stops your DF60 will assume it is a fax call and prepare to receive a fax. Your DF60 remains in fax reception mode for approximately 35 seconds or, if it is a fax call, until the fax has been received.

If you have selected **FAX/TEL** mode, display shows: **FAX/TEL TIME 20?**

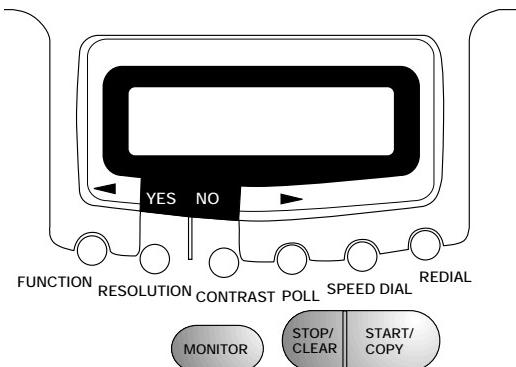
This means that your DF60 is set to ring for 20 seconds if no fax tones are detected. This time can be altered, pressing the **NO** button will display the available options: 10, 20 or 30 secs

- Press the **YES** button to select your option.
- Press the **STOP/CLEAR** button to return to standby.

# Using the telephone

## To make a call

Lift the handset, display shows: PHONE MODE. Dial the number you want and wait for the ringing tone. Display shows last 11 digits dialled.



## On-hook dialling

For added convenience, you can dial your number without lifting the handset.

- Press the **MONITOR** button. When you hear the dialling tone, dial the number.
- If the call is answered pick up the handset and begin talking.
- If the call is not answered, simply press the **MONITOR** button and try again later.

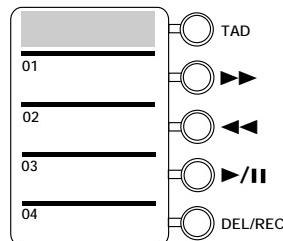
*A number may also be dialled by first entering the number then pressing the **MONITOR** button or lifting the handset. There will be a short pause and then the number is automatically dialled.*

## To redial the last number

If the number you dialled is engaged or doesn't answer, you can try again by lifting the handset, or pressing the **MONITOR** button, then pressing the **REDIAL** key.

## One-touch fax/phone names and numbers

Your DF60 can store 4 names and numbers in its one touch memory. This allows you to access your most frequently dialled numbers at the touch of a button.



*The ►► button is one-touch number 01.*

*The ◀◀ button is one-touch number 02.*

*The ►/|| button is one-touch number 03.*

*The DEL/REC button is one-touch number 04.*

**To store one-touch fax/phone names and numbers**

- Press the **FUNCTION** button then press the one touch button under which you wish to store the name and number. The display shows: (XX) NAME: \_

The (XX) on the display represents the number of the button under which your one-touch number will be stored.

You can now enter a name.

You can use the keypad to type in letters by pressing the number button which displays the letter you want. Press the button until the letter you want is shown.

For example, to enter the name JOHN:



- Press the **5** button until display shows: J.
- Press the **6** button until O is shown.
- Press the **4** button until H is shown.
- Press the **6** button until N is shown.
- Press the **YES** button to confirm your entry.

*You can enter a name of up to 11 characters and a number of up to 34 digits in length into your DF60's one touch memory.*

*If the letter you need is displayed on the same button as the previous letter, use the ► button to advance to the next character space and enter the letter normally.*

*Use the **1** button to enter &, / or 1.*

*Use the **0** button to enter „ „, a space or 0 (unlike the space provided by the ► button, the **0** button can be used to change an existing letter to a space when editing a name).*

*To clear an entry press the **NO** button.*

*Use the ► button to enter spaces or to move from left to right through the display.*

*Use the ◀ button to delete characters.*

- Display shows (XX) NUMBER?

You can now enter the phone number of the person who's name you have just entered.

- Enter the phone number using the keypad as if you were dialling the number normally.
- When the correct number is entered press the **YES** button to store it. A tone will sound to confirm your entry and your DF60 will return to standby mode.

**To dial one-touch fax/phone numbers**

- Press the **MONITOR** button or lift the handset.
- Press the relevant one touch button (01-04), the display shows the number to be dialled. Your DF60 automatically dials the stored number.

*Keep a reminder of the names in the one-touch memory on the panel to the left of the one-touch buttons. Slide out the plastic cover, write in the names and replace the cover. Writing the name in pencil allows you to neatly change it if necessary. Additional labels are printed on page 38.*

*Your DF60 can print out a list of all the names and numbers stored in it's one touch dial memory. Please refer to "print outs" on page 28.*

**To store SPEED DIAL fax/phone names and numbers**

Your DF60 can store up to 45 names and numbers which can be accessed by using the SPEED DIAL facility.

- Press the **FUNCTION** button until the display shows: SET CODED DIAL?
- Press the **YES** button and the display shows: CODE NUMBER? (\_)
- Using the keypad, enter the two digit code between 05 and 49, under which you want to store the name and number, display shows: (XX) NAME:\_. (XX is the code number you entered)

*Speed dial code numbers must be between 05 and 49. Numbers 01 to 04 are used by the one touch dialling memories.*

You can now enter a name using the keypad in the same way as for one-touch names.

- Press the **YES** button to confirm your entry, display shows: (XX) NUMBER:\_.

You can now enter a number using the keypad in the same way as for one-touch names.

- Press the **YES** button to confirm your entry, display shows: SET CODED DIAL?.

*Use the ► button to enter spaces or to move from left to right through the display.*

*Use the ◀ button to delete digits.*

Repeat the above process to enter up to 44 more names and numbers.

- Press the **STOP/CLEAR** button to return to standby mode.

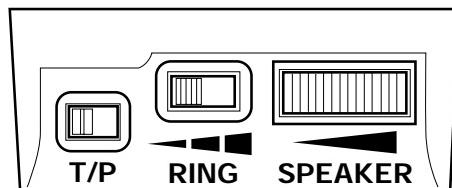
*You can enter a name of up to 11 characters and a number of up to 34 digits in length into your DF60's speed dial memory.*

*Your DF60 can print out a list of all the names and numbers stored in it's speed dial memory. Please refer to "print outs" on page 28.*

**To dial SPEED DIAL phone numbers**

- Press the **MONITOR** button or lift the handset.
- Press the **SPEED DIAL** button and the display shows: ( ENTER CODE.
- Enter the relevant **SPEED DIAL** code number, display shows the number dialled

*Adjusting the speaker and ringer volumes*



**To adjust speaker volume**

You can set the volume of the monitor speaker by adjusting the speaker control on the right hand side of the unit.

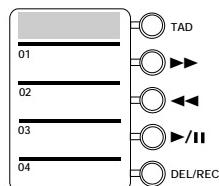
**To adjust ringer volume control**

The volume of the ring tone can be set to low, medium or high. Choose the preferred level by adjusting the RING switch on the right hand side of the unit.

# Using the answering machine

Your DF60 incorporates a digital telephone answering device (TAD) which allows you a maximum recording time of 10 minutes (including the outgoing message time).

*Your DF60's TELEPHONE ANSWERING DEVICE (TAD) is operated by using the ►►, ◀◀, ►/|| and DEL/REC buttons in conjunction with the TAD button.*



*If you pick up an extension telephone after your DF60 has answered your call, pressing # 9 on the extension will stop the answer machine.*

## *Outgoing message (OGM)*

**To record an outgoing message**

The Outgoing Message or OGM is the message a caller hears if you are not available to take the call yourself.

*To maximise the efficiency of your DF60's fax reception we suggest that you record an outgoing message of no longer than 20 seconds.*

*Your Outgoing Message could be something like this: "Hello, I'm sorry that I can't take your call at present. If you would like to send a fax you can do so now, if you would like to leave a message please speak after the tone".*

*As your DF60 has a very sensitive microphone you do not need to speak loudly during recording.*

*In TAD FUNCTION mode you will usually need to press STOP twice to return to standby mode.*

- Make sure there's no background noise
- Press the **TAD** button. The display shows:  
**TAD FUNCTION**

- Press the **DEL/REC** button and the display will show: RECORD OGM?
- Press the **YES** button and the display shows: LIFT HANDSET!!  
*If you are replacing a previously recorded Outgoing Message (OGM) display shows: NEW OGM? Press the YES button.*
- Lift the handset and speak clearly into it to record your message.

*If you don't lift the handset and record a message within 7 secs the display reverts back to TAD FUNCTION. You must now repeat the last 2 steps.*

When you have finished speaking, pause for one second, then:

- Replace the handset and your message is played back to you.  
Display shows: RECORD OGM?
- Press the **YES** button to record your message again.
- Press the **STOP/CLEAR** button to return to standby mode.

*The amount of recording time allowed for an outgoing message is the same as that allowed for a memo. (See 'to limit your memo recording time', page 21).*

**To play back Outgoing Message (OGM)**  
To listen to the Outgoing message (OGM) which you have recorded:

- Press the **TAD** button and the display will show: TAD FUNCTION
- Press the **►/||** button and the display will show: MESSAGE EMPTY, Followed by: PLAYBACK OGM?

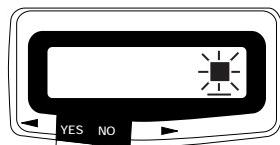
*If incoming messages have been previously recorded your DF60 will display: MESSAGE 01. Fast forward to the end of the messages using the ►► button, display shows: PLAYBACK OGM?*

- Press the **YES** button to listen to your Outgoing message.
- Press the **STOP/CLEAR** button to return to standby mode.

## Incoming messages and memos

An incoming message (ICM) is the message a caller leaves on your answering machine if you are not able to take the call yourself. Memos are treated in the same way as incoming messages but are recorded using the handset (see page 21).

### Message indicator



When a message has been left on your DF60's answering machine a black square will flash on the right hand side of the liquid crystal display.

Your DF60 also incorporates an audible message indicator which is pre-set to ON. This facility gives a short beep every 6 seconds to indicate that new messages have been received.

### To switch the audible indicator off

- Press the **TAD** button.
- Press the **◀◀** button.
- Press the **YES** button until the display shows : MESSAGE BEEP: ON.
- Press the **NO** button to switch between ON and OFF.
- Press the **YES** button.
- Press the **STOP** button.

### To check the number and time of messages

You can check how many messages you have and the time that they were received.

- Press the **FUNCTION** button followed by the **▶▶** button.
- The display shows: TOTAL MESSAGE: XX followed by: MESSAGE (01) and the date and time the first message was received.
- The display then shows: MESSAGE (02) and so on until all messages have been displayed.

### To play back messages

To listen to a message (ICM) or memo left on your answering machine:

- Press the **TAD** button and the display will show: TAD FUNCTION
- Press the **▶/II** button and the display will show the time and date of your first message and then: MESSAGE (01), your DF60 will then automatically play back the message through the speaker.

*Once playback has started, if you prefer messages can be listened to through the handset.*

If you have more than one message they are played back in the order they were recorded.

If you have no messages display shows:  
MESSAGE EMPTY!

To pause while listening to your messages, press the **▶/II** button. Press the **▶/II** button again to resume playback.

- Press the ►► button to skip to the next message.
- Press the ◀◀ button once to return to the beginning of the message being played, or twice in quick succession to skip to the previous message.

*To ensure you have the maximum amount of memory available for new messages, old messages should be deleted as soon as possible.*

#### To erase a message

To erase a message press the **DEL/REC** button while the message to be deleted is being played back. Playback is halted and display shows: MESSAGE DELETE?.

- Press the **YES** button to confirm, or press the **NO** button to resume playback. If you press the **YES** button, playback resumes with the next message.

#### To automatically erase messages

You can set your DF60 to automatically delete a message once you have listened to it.

*In this mode messages can be played back once only, they will then be permanently erased.*

- Press the **TAD** button, then the ◀◀ button, display shows: REMOTE TAD ON or OFF
- Press the **YES** button until the display shows: AUTO DELETE: OFF?

- Press the **NO** button to change between OFF and ON.
- Press the **YES** button to confirm your option, display shows: TAD FUNCTION.
- Press the **STOP/CLEAR** button to return to standby mode.

#### To limit incoming message recording time

Your DF60 has a total recording time of 10 minutes (including your outgoing message and memos). The amount of recording time allowed for each incoming message is pre-set to 30 seconds. This time limit can be changed or switched off completely.

*To prevent incoming messages being cut short you may wish to inform a caller via your outgoing message of the amount of time they have to speak.*

#### To change the recording time limit

- Press the **TAD** button then press the ◀◀ button.
- Press the **YES** button until the display shows: ICM TIME OUT: ON?
- Press the **YES** button.
- Display shows: RECORD TIME: 30s?
- Press the **NO** button to display the available options: 20 - 70s.
- Press the **YES** button to select your option, display shows: TAD FUNCTION.
- Press the **STOP/CLEAR** button to return to standby mode.

**To switch the recording time limit off**

- Press the **TAD** button then press the  button.
- Press the **YES** button until the display shows: ICM TIME OUT: ON?
- Press the **NO** button to change ON to OFF.
- Press the **YES** button to select your option.
- Press the **STOP/CLEAR** button to return to standby mode.

With OFF selected the recording time is limited only by your DF60's amount of free memory space.

***Call screening***

This facility (pre-set to ON) allows you to listen to messages as they are being recorded. If, during the message, you decide to take the call, lift the handset and speak to the caller. Your DF60's answering machine will automatically stop recording.

**To switch call screening off**

- Press the **TAD** button then press the  button.
- Press the **YES** button until the display shows: CALL SCREEN: ON?
- Press the **NO** button to switch between ON and OFF.
- Press the **YES** button to confirm your selection.
- Press the **STOP/CLEAR** button to return to standby mode.

## Recording a memo

A message can be left using your DF60's handset. This message is called a memo.

- Display shows: TAD FUNCTION.

### To record a memo

- Press the **TAD** button, display shows: TAD FUNCTION
- Press the **DEL/REC** button, display shows: RECORD OGM?
- Press the **NO** button, display shows: RECORD MEMO ?
- Press the **YES** button, display shows: LIFT HANDSET!!
- Pick up the handset within 10 seconds and speak clearly into it to record your message, display shows: RECORD MEMO (01)

As you record your memo the display indicates the length of the message in minutes and seconds 00:00.

- When you have finished your message, replace the handset and the message is automatically played back to you.

The display will then ask if you want to record a second message.

- Press the **YES** button if you wish to record another message.
- Press the **STOP/CLEAR** button twice to return to standby mode.

### To limit your memo recording time

Your DF60 has a total recording time of 10 minutes. You can limit the amount of time allowed for each memo.

- Press the **TAD** button then press the  button, display shows: REMOTE TAD: ON? or REMOTE TAD: OFF?
- Keep pressing the **YES** button until the display shows: MEMO TIME OUT: OFF?
- Press the **NO** button to change the display from OFF to ON.
- Press the **YES** button to select your option.

If you select ON, display shows: RECORD TIME: 30s? Pressing the **NO** button will display the available options: 20 - 70s.

*Limiting the amount of time allowed for a memo will also limit the time allowed for an outgoing message to be recorded. However, it will not affect a previously recorded outgoing message.*

- Press the **YES** button to select your option.
- Press the **STOP/CLEAR** button to return to standby mode.

If you selected OFF the recording time is unlimited.

### To playback or erase a memo

Your DF60 treats memos as incoming messages and they are all played back in chronological order - to play back or erase see *Incoming messages and memos (page 18)*.

### To set the Remote Access Facility

You can operate the answering machine from another telephone using the Remote Access Facility. This is useful if you are on holiday or away on business and you want to play back messages and memos.

- Press the **TAD** and **◀◀** buttons and the display will show: REMOTE TAD: OFF?
- Change the display to ON by pressing the **NO** button. The display shows: REMOTE TAD: ON?
- Press the **YES** button and the display shows: PASSWORD: 0000
- Enter a 4 number code using the keypad.
- Press the **YES** button to confirm your entry.
- Press the **STOP/CLEAR** button.  
Display shows: TAD FUNCTION
- Press the **STOP/CLEAR** button to return to standby mode.

*For your code make it an easy-to-remember number, eg Birthdays, house numbers etc. Using your confidential code, only you will be able to operate the answering machine from an outside location, using any TouchTone telephone.*

### Using the Remote Access Facility

When the Remote Access Facility is set to ON you can operate the answer machine from any *Touch Tone* telephone. After dialling your number press the **★** button twice during or after your outgoing message, the answer machine stops and waits for your 4 number code.

*If your DF60's answer machine does not respond you may need to press the **★** button again.*

When you have entered the code you will hear a long tone to confirm that you are in remote access mode.

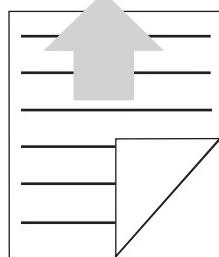
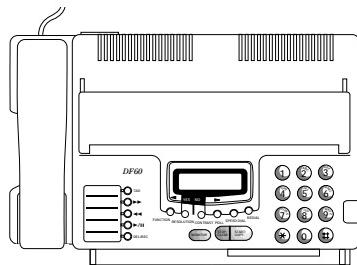
Using your *Touch Tone* keypad:

- Press **1** and any messages will be played back.
- Press **2** and you can re-record your outgoing message (OGM).
- Press **3** to switch to Answering Machine (TAD) mode on.
- Press **4** to playback any recorded memos.
- Press **5** to record a memo.
- Press **6** to switch to Answering Machine (TAD) mode off.
- Press **8** to automatically delete the message you are listening to.
- Press **0** to exit from remote control mode or to stop the current activity.

# Using the fax machine

## Sending a fax

Feed the document into DF60 face up.  
The display changes from: DOCUMENT  
LOADING to DOCUMENT SET



### Warning-do not try to send a fax if it is:

- too thick or too thin and flimsy
- cloth, metal or carbon coated
- wet with ink, paste or correcting fluid
- wrinkled or torn
- folded

To fax these types of documents, do so by first photocopying them and then faxing the copy.

Once you have loaded the document you wish to fax you can choose to dial a FAX number in one of the following ways:

#### *Normal dialling*

enter the number using the key pad

#### *One-touch dialling*

press the appropriate One Touch key.  
**(01 to 04).**

#### *Speed Dialling*

press the **SPEED DIAL** button and then use the key pad to dial the pre-programmed two digit number **(05 - 49)**.

#### *Redial*

Use the **REDIAL** button to dial last entered number.

You do not need to lift the handset or press the **MONITOR** button when dialling a fax.

#### **To send a fax automatically**

After dialling press the **START/COPY** button  
When the transmission of the document is completed you will hear several beeps. You can insert another page while the FAX is beeping.

### Sending a fax manually

Press the **MONITOR** button or lift the handset and dial the number. After dialling you can press the **START/COPY** button immediately, or you can monitor the call's progress, via the in-built speaker, and press the **START/COPY** button at an appropriate time. This can be useful if the fax machine you are calling is operating in conjunction with an answer machine which has a long outgoing message. You should press the **START/COPY** button as the outgoing message is ending.

You can also send a fax during a voice call by pressing the **START/COPY** button at a convenient point in the conversation.

If your fax call is not successful in connecting, your DF60 will automatically retry four times. If the call is still unsuccessful a confirmation report is printed informing you that the line was busy.

### Receiving a fax

If set to **MANUAL**, to receive a fax lift the handset or press the **MONITOR** button, then press the **START/COPY** button.

In any other mode your DF60 will answer and receive a fax automatically.

*Setting the answer mode is explained in full under the Setting up section of this guide (Page 10).*

#### Caution

*Your DF60 uses a thermal printing system. It should be noted that documents printed on thermal paper will fade with time. This time is dependent on light and heat conditions. To keep a permanent copy, photocopy the document using a plain paper copier.*

### Delaying a fax

This allows you to transmit a Fax to another machine automatically at a pre-set time. This can be useful if you want to send a Fax abroad or at a time when call charges are lower.

*Your document must be loaded before starting this function.*

- Press the **FUNCTION** button until **DELAYED FEATURE?** is displayed.
- Press the **YES** button and the display shows: **DELAYED SEND?**

If delayed sending is already set the display shows: CANCEL? followed by the fax number to be dialled.

- Press the YES button to cancel sending, display shows: DOCUMENT SET

You must now begin programming the delayed send function again.

- Press the YES button and the display shows: TIME: 00.00
- Enter the time you wish the document to be sent, using the key pad numbers and the **◀▶** buttons. The time must be entered using the 24 hour clock.
- Press the YES button and the display changes to: PHONE **#** :
- Enter the Fax number you wish the document to be sent to by using the key pad, or the pre-set One-touch or Speed Dial numbers if the number is stored in your DF60's memory.
- Press the YES button, a tone will sound to confirm your setting and the display shows : DELAYED SET and the time you have set the document to be sent. If necessary change the RESOLUTION and CONTRAST to suit the document you are sending.

Your DF60 will now send your fax at the time you have specified.

If the document is ejected before sending, the DELAYED setting is automatically cleared.

## Adjusting the resolution and contrast

You can choose different settings when copying or sending a document.

Your document must be loaded before starting this function.

- Press the RESOLUTION button three times to view the options. For documents with fine detail, choose the FINE setting. For documents with pictures, choose PICTURE setting and for a normal document choose STD.
- Press the CONTRAST button three times to view the options. You can choose LIGHT, NORMAL or DARK. For light documents in pencil or thin print quality select the LIGHT setting. For documents with a dark background, select the DARK setting.

If you have selected PICTURE resolution, you cannot set the contrast to LIGHT or DARK.

These settings only apply to a document being sent or copied.

Your DF60 returns to STD/NORMAL after each document has been copied or sent.

## *Setting the fax monitor*

This lets you monitor the progress of a fax call via your DF60's in-built speaker.

Your DF60 is supplied with this function switched **OFF**. We recommend that you keep this function **OFF** at first and switch it **ON** later should you need it.

With the fax monitor switched to **OFF** you will hear fax tones during incoming calls only until your DF60 begins to receive the fax. You will also hear fax tones during an outgoing call up until the call is answered.

With the fax monitor switched to **ON** you will hear fax tones during incoming and outgoing calls up to the point where the document begins to be sent or received, between pages and at the end of a call.

### To switch the fax monitor on

- Press the **FUNCTION** button until **SET OPTIONS?** is displayed.
- Press the **YES** button and display shows: **DIAL MODE?**
- Press the **NO** button until display shows: **FAX MONITOR?**
- Press the **YES** button and display shows: **FAX MONITOR: OFF?**
- Press the **NO** button to switch between **OFF** and **ON**.
- Press the **NO** button to confirm your selection.

## *Polling*

This allows another fax machine to retrieve a document from your DF60 or for your DF60 to retrieve a document from another fax machine at a time that's convenient to them.

### To set-up a fax document to be polled by another machine.

- Load the document
- Press the **POLL** button, display shows: **POLLING?**
- Press the **NO** button, display shows: **POLLED?**
- Press the **YES** button, display shows: **POLLED SET.**
- Your fax will then be sent when another fax machine calls your DF60
- To cancel the **POLLED** settings, press the **STOP/CLEAR** button.

### To poll a document from another fax machine

- Press the **POLL** button, display shows: POLLING?
- Press the **YES** button, display shows: PHONE #:\_
- Using the keypad, enter the number you wish to poll.
- Press the **YES** button.
- Your DF60 will then poll the the number you have entered.

### To delay Polling

You can set up your DF60 to poll from another machine at a certain time.

- Press the **FUNCTION** button until the display shows: DELAYED FEATURE?
- Press the **YES** button and the display shows: DELAYED SEND?
- Press the **NO** button and the display shows: DELAYED POLLING?

- Press the **YES** button and the display shows: TIME: XX:XX (current time).

*If delayed polling is already set the display shows:*

*CANCEL? followed by the fax number to be polled.*

- Press the **YES** button to cancel polling, display shows: DOCUMENT SET

*You must now begin programming the delay polling function again.*

- Using the key pad enter the time you want to poll.
- Press the **YES** button, display shows: PHONE #:\_
- Using the key pad enter the number you want to poll.
- Press the **YES** button to confirm your setting.
- Your DF60 then returns to standby mode.

Your DF60 will poll the number entered at the selected time.

To cancel delayed polling repeat the above procedure, when display shows: CANCEL? followed by the number you have set, press the YES button.

## To set up for daily polling

You can poll another machine at a designated time each day.

- Press the **FUNCTION** button until the display shows: DELAYED FEATURE?
- Press the **YES** button then press the **NO** button until the display shows: DAILY POLLING?
- Press the **YES** button and the display shows: TIME: XX:XX (current time).

*If daily polling is already set the display shows:  
CANCEL? followed by the fax number to be polled.  
• Press the YES button to cancel polling, display shows: DOCUMENT SET  
You must now begin programming the daily polling function again.*

- Using the key pad enter the time you want to poll.
- Press the **YES** button, display shows: PHONE #:
- Using the key pad enter the number you want to poll.
- Press the **YES** button.
- Until reset, your DF60 will poll this number at the same time every day.

To cancel daily polling repeat the above procedure, when display shows: **CANCEL?** followed by the number you have set, press the **YES** button.

## Print outs

Your DF60 will automatically print out an activity report, after every 50 transactions. It will also print out a confirmation report after every failed transaction. In addition your DF60 can be set to print out a confirmation report either after every sent fax or after every transaction.

### To change the confirmation reports

- Press the **FUNCTION** button until display shows: SET OPTIONS?
- Press the **YES** button display shows: DIAL MODE?
- Press the **NO** button until display shows: CONFIRM REPORT?
- Press the **YES** button.
- Press the **NO** button to display the available options: CONFIRM: NO?, CONFIRM: TX ONLY? or CONFIRM: TX & RX?
- Press the **YES** button to confirm your option.

CONFIRM: NO?

Only failed transaction reports will be printed.

CONFIRM: TX ONLY?

Failed transaction and sent transaction reports will be printed.

CONFIRM: TX & RX?

Reports will be printed after every transaction.

### To set manual print outs

Your DF60 can be set to print on demand details of transactions, stored names and numbers and settings.

- Press the **FUNCTION** button until display shows: PRINT REPORT?
- Press the **YES** button.
- Press the **NO** button to display the available options: ACTIVITY REPORT?, PHONE DIRECTORY ? or TERMINAL DATA?
- Press the **YES** button to confirm your option.

ACTIVITY REPORT?	This details all transactions since the last automatic activity report was printed.
PHONE DIRECTORY?	This prints out a list of all the names and numbers stored in the one touch and speed dial memories.
TERMINAL DATA?	This prints out details of the settings programmed into your DF60.

### Using as a copier

You can use your DF60 as a convenient low volume desktop copier.

#### Caution

*Your DF60 uses a thermal printing system. It should be noted that documents printed on thermal paper will fade with time. This time is dependent on light and heat conditions.*

### To copy a document

- Load the document face up
- Set the resolution and contrast setting to suit the document quality.  
*The automatic setting is FINE resolution*
- Press the **START/COPY** button
- If copying more than one page, insert the next page while your DF60 is beeping
- To stop copying, or to eject the document before copying begins, press the **STOP/CLEAR** button.

*You can receive but not make telephone calls while your DF60 is copying.*

*Your DF60 cannot make copies if the handset is not in place.*

*Never attempt to pull a jammed document out of your DF60 without pressing the paper release button located at the side of the machine.*

**Caution**

*Always remember to remove clips, staples etc from the document to avoid damaging the unit. In an emergency, push the jam remove button.*

# **Help** If you have any problems using your DF60, this section will give you the most common, easy to follow solutions.

## **No dialling tone**

Is the line cord plugged into the phone socket?

## **Cannot dial out**

Check the telephone line connections. Check that the telephone is correctly set for Tone or Pulse dialling.

## **To reset**

If you encounter a problem and your DF60 will not respond to any button presses, turn off the power switch for ten seconds. Turning the power back on will reset your DF60 to standby mode. Your personalised settings and memorised numbers will be maintained.

## **Paper roll will not feed**

Check that the fax paper roll is inserted correctly and that the release lever is in the down position.

## **Error code 70 appears**

The unit is overheated. Let it cool down before continuing.

## **Other error code numbers appear**

Check the error code list. If you have an error message, press the **STOP/CLEAR** button and try again.

## **Paper jams**

If a document jams in the machine, press the **DOCUMENT JAM** button at the bottom right hand side of the machine while you pull the document free.

## **Fax error codes**

Your DF60 prints error codes in the activity report. The codes and meanings are listed below.

### *Sending*

<b>Error code</b>	<b>Meaning</b>
ER05, 06, 23	Unable to send document or sending stopped due to fax machine incompatibility.
ER12, 13, 14	Unable to send document due to fax machine incompatibility.
ER18,20	Sending document stopped due to poor telephone line condition.
ER44,45	Document transmission is completed, but receiving quality at the other end is poor due to poor telephone line connection.

Error code	Meaning
ER71	Sending document stopped due to paper jam or excessive paper length.
ER96,97,98	Sending document stopped due to a problem at the receiving machine.
BUSY	Unable to send documents because the line to the other party is busy.

*Receiving*

Error code	Meaning
ER02, 04, 07, 08,11, 41	Unable to receive or receiving stopped due to: - varying or poor telephone line condition - problem at the transmitting fax machine - fax machine incompatibility
ER12,13,14	Unable to receive due to fax machine incompatibility
ER42, 43, 46	Receiving is completed, but receiving quality is poor due to poor telephone line condition
ER73	Receiving stopped due to no recording paper
ER91, 92, 93, 94, 95	Receiving stopped due to a problem at the transmitting fax machine
ER 99	Unable to receive document due to poor telephone line condition

*Both*

Error code	Meaning
ER70	Overheated due to heavy usage of the machine
ER80	Sending/receiving of document stopped due to the <b>STOP/CLEAR</b> button being pressed

*Service***Customer Helpline**

If you experience problems, please call the BT Helpline on 0345 77177(calls charged at the local rate).

**Guarantee**

Your DF60 is supplied with 12 months warranty. If your DF60 should become faulty during this period, contact your supplier.

Some suppliers offer extended warranty schemes for cover outside the initial 12 month period. Please ask them for details.

If your DF60 should develop a fault outside the warranty period, contact the BT helpline on 0345 77177 (calls charged at the local rate) for assistance.

# Technical specification

<b>1. Type</b>	High speed, portable, desktop transceiver with integral digital answer machine.
<b>2. Scanning system</b>	Contact image sensor.
<b>3. Printing system</b>	Thermal print head.
<b>4. Transmission speed</b>	9600/ 7200/ 4800/ 2400 bps with automatic fallback.
<b>5. Compression system</b>	MH coding.
<b>6. Resolution</b>	STANDARD mode 3.58 line/mm. FINE mode 7.7 line/mm. PICTURE mode 7.7 line/mm 16 grey scales.
<b>7. Document size</b>	Width: 145mm to 216mm (5.7" to 8.5"). Length: 50mm to 1500mm (1.97" to 59.0").
<b>8. Scanning width</b>	216mm (8.5").
<b>9. Recording paper</b>	Thermal paper roll 210mm x 30m (8.25" x 98") with approx. 13mm core.
<b>10. Answer machine memory capacity</b>	≈ 10 minutes (total).
<b>11. Dimensions</b>	306(W) x 208(D) x 75(H)mm [12.0" x 8.19" x 2.95"].
<b>12. Weight</b>	≈ 3kg (6.5lb) (including paper roll).
<b>13. Power consumption</b>	≈ 10W in standby. Max operating 90W.

# Technical information

## Choosing a position

Your DF60 should be kept clear of dust, moisture, high temperature and vibration and should not be exposed to direct sunlight. Don't install it close to radiators or air-conditioning outlets or in excessively warm, humid or dusty places.

## Warning

The apparatus is only designed to be operated in a normal office or domestic environment where the relative humidity does not exceed 60%. It should not be used in bathrooms or near water.

## Connecting to the UK network

DF60 is tested and approved for connection to the UK network, provided that it is used in accordance with the guidelines in this booklet.

## Approval number

BABT Certificate Number/Approval Number for the DF60 503522 APPROVED for connection to telecommunication systems specified in the instructions for use subject to conditions set out in them. CE compliant to 89/336/EEC (EMC Directive)

## Approval for use

This apparatus has been approved for use with the following facilities:

- One touch keys for PHONE and FAX
- Terminal and subscriber identifier
- Transmission status report
- Manual mode
- Auto/manual answer
- Polling
- Single document feeder
- Fax switch
- Simple telephone
- Answer machine

## You may connect it

To direct exchange lines.  
To extensions with new plug and socket arrangements provided with these direct exchange lines.  
To compatible switchboards.

## You may NOT connect it

To shared service (party) lines.

The connection to the telecommunication system must be unplugged before the earth is disconnected. The connection to the telecommunication system must not be hardwired.

This apparatus may be used on telecommunications systems employing loop disconnect or MF signalling.

Any other usage will invalidate the approval of the apparatus if, as a result, it then ceases to conform to the standards against which approval was granted.

## How many phones you can have

Your exchange line provides only a small current to make your telephone ring. Although you may have any number of sockets it is important to limit the number of telephones and other items of apparatus connected to the line by these sockets. This ensures that each telephone will receive enough current to ring.

Every telephone or item of apparatus has a Ringer Equivalence Number (REN)

In most cases a standard line should provide enough current for two or more telephones or items of apparatus , if the REN's add up to no more than 4.

DF60 has a REN of 1. Any telephone provided by BT may be assumed to have a REN of 1 unless otherwise stated on the base. Even where the number of telephones has been limited, there is no guarantee that the different types of telephone on the same line will ring.

The provided handset must only be connected to the socket on the side of the machine.

Another approved handset may be connected but the apparatus has been calibrated and approved for the provided handset.

While operation may be possible initially, changes to or modernisation of the network taking place in the normal course of events may result in the apparatus being connected to a network service with which it is not designed to be compatible. Failure of the apparatus to work under these circumstances may not be the responsibility of the network operator.

In the unlikely event of any such problems occurring, the user should contact the supplier or maintainer of the apparatus.

Difficulty may be experienced when making calls from other apparatus. Such difficulties may include:

- Difficulties in making a call
- Problems in telephone conversation being experienced by both parties to the call.

#### **Connecting to switchboards**

Your DF60 is approved only for use with a compatible switchboard including those which do not provide secondary proceed indication.

If you do have a compatible switchboard, it cannot be guaranteed that the DF60 will operate correctly under all possible conditions of connection.

If you have any difficulties, contact BT on 0800 800 152

#### **Safety warning**

Interconnection circuits should be such that the equipment continues to comply with the requirements of 4.2 of EN 41003 for TNV circuits and 2.3 of EN 60950 for SELV circuits, after making connections between circuits.

Interconnection directly, or by way of other apparatus, of ports marked Safety Warning. See instructions for use. with ports marked or not so marked may produce hazardous conditions on the network. Advice should be obtained from a competent engineer before such a connection is made.

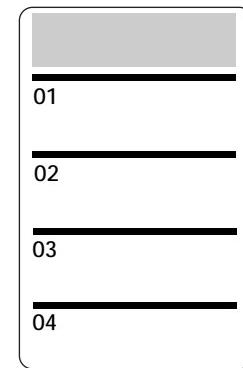
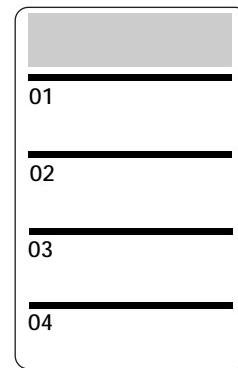
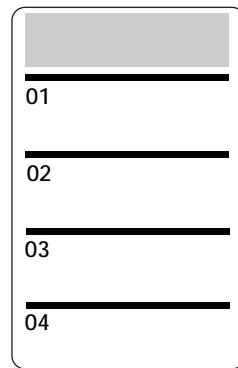
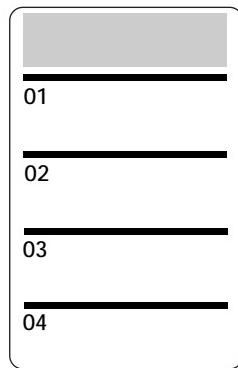
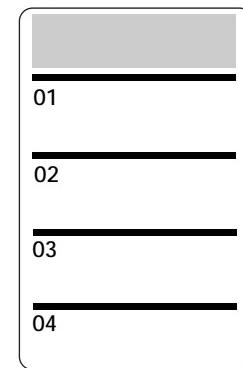
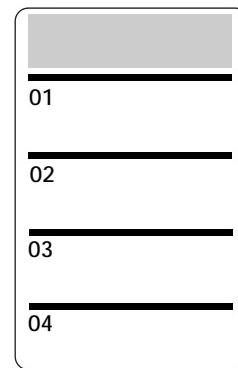
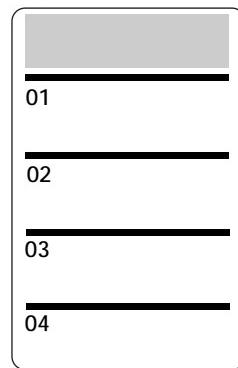
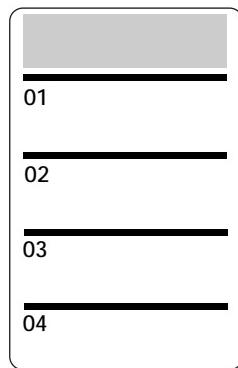
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## *Replacement Directory labels*

If you require additional directory labels,  
carefully cut out one of the labels printed below  
and use it as a replacement.





*Offices in Europe, North America,  
Japan and Asia Pacific.*

The telecommunications services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of any contract.

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CE compliant to 89/336/EEC  
(EMC Directive) & 73/23/EEC  
(Low Voltage Directive)

**APPROVED** for connection to  
telecommunication systems specified  
in the instructions for use subject to  
the conditions set out in them